

STATE OF CALIFORNIA

STEVE WESTLY,
California State Controller

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: October 13, 2004

CALATERS LETTER # 04-007

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System

FROM: NATALIE CLOHOSSEY, Project Manager
California Automated Travel Expense Reimbursement System (CalATERS)

RE: **New Production Report – Report 41, Expense Reimbursement-Travel Expenditure Report**

A new report has been added to the CalATERS Production Monthly Reports – Report 41, Expense Reimbursement Travel Expenditure Report. Report 41 will be available on the first business day of the month for the previous month's transactions. This report may be used to review trip information for each claim completed in that month. The trip information includes claim type, trip type, purpose of the claim, and claim amount.

The report is sorted as follows: UCM Agency Code, Claim ID (TEA), Division, Bureau, Unit, Trip start date, and Trip end date. Completed forms will store the Agency, Division, Bureau, Unit identified in the Profile attached to the form. If the department did not populate all three fields (Division, Bureau and Unit) partial information will not reflect on the report. We are currently working to remedy this issue and we will inform you when we have done so. For departments that did not complete the Agency information with Division, Bureau, Unit information on the Profiles, the forms will be sorted first by UCM Agency Code, then by Claim ID (TEA), Trip start date and Trip end date.

If you have questions regarding this report, please contact your department's CalATERS Help Desk. Thank you.